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29 March 1979

Classification Review Procedure

CRP 79-26

Recission: CRP 79-23

PROCESSING STATE DEPARTMENT GALLEY PROOFS IN THE
"FOREIGN RELATIONS OF THE UNITED STATES" (FRUS) SERIES

GENERAL

I. When we receive galley proofs from the Department of State, the following procedures will apply:

A. Pay particular attention to the type of material involved since most of the material reviewed will be derivative and probably will include a number of National Intelligence Estimates to which CIA was a major contributor, minutes of National Security Council meetings, high-level internal staff correspondence, and so forth.

B. Look for CIA equities, many of which are not readily apparent since they may involve oblique references to covert action projects, intelligence or operational procedures or personnel, or are compilations of foreign policy, defense, economic, and other governmental matters into which CIA may have had some input. 25X1

C. At times it may be necessary to excise [redacted] from the documents. In those cases take out additional wording as necessary in order that the excised initials will not be readily discernible. STAT

[redacted]

E. After review, the Chief, CRG/NFAC Branch will coordinate on all National Intelligence Estimates in the galley proofs. 25X1

F. Special Instruction: Galley proofs contain occasional sensitive references [redacted]

All such references encountered in the galley proofs will be deleted and handled in the same manner as references to Agency activities. (S) 25X1

[redacted]

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COMPLETION OF FORM 4023A

II. The present form 4023A will be used for the input of information into the computer.

A. The entire batch of galley proofs will be treated as one document and only one 4023A need be completed, unless there are complete CIA documents on which separate action is taken. (See Section III.)

B. The Project Number block will remain blank.

C. The Job Number field will carry the entry SD-00001A which will stay constant.

D. The Box Number field will carry the contrived entry of 0001 (constant); the Folder Number block will be the same as the document identification number (external CRG-002 will be folder 002), and the Document Number will be 001 for the batch. If there are any complete CIA documents on which separate action is taken, use document number 002, 003, etc.

E. In the Document Creation Date field use the date on the most recent document in the batch being reviewed.

F. The Originating Component field will read 099 and the OPI 99.

G. We have assigned a fictitious entry to the Document Identification Number block to read "External CRG-001" for the first series of galley proofs. The second batch will carry an Identification Number of "External CRG-002," and so forth.

H. The Type Document field will carry the entry of 12 (signifying a grouping of documents), except in the case of separate CIA documents, which will be coded as appropriate.

I. Make a copy of the State Department "List of Documents for Clearance by the CIA" (table of contents). Each document appearing in the list will be reviewed and a determination noted on the list along side each entry using one of the following three categories:

S - Sanitize before publication.

R - Retain classification.

N - No objection to declassification.

Tabulate these determinations in the Document Title field after selecting a title entry as appropriate, for example:

(1) FRUS, 52-54, VOL XII, East Asia & Pacific
(S-14, R-4, N-89).

(2) FRUS, 52-54, VOL IV, Latin America
(S-14, R-4, N-89), etc.

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J. In the Review Classification field use the classification of the highest classified document in the batch; [] in the retention justification field, and 10 in the next review date.

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HANDLING CIA DOCUMENTS WITHIN THE BATCH

III. Fill out a separate 4023A whenever CRG declassifies or retains the classification of a complete CIA document. DO NOT fill out a 4023A when a CIA document is sanitized. DDO documents received with the galley proofs which appear to have been provided to State for background use only should not be reviewed. These documents should be flagged within the batch for the DDO/IRO for appropriate action.

For complete CIA documents the OPI will be the same as the originating component except in the following cases:

A. Where the component is no longer in existence, use the successor component.

B. Where the function performed by the originating component has been transferred, use the component which currently has the responsibility.

COMPLETION OF WORKSHEET

IV. A companion document to the 4023A, a review worksheet, has been especially devised for reviewing only those galleys in which CRG recommends Sanitization (S) or Retention of Classification (R). Do not fill out a worksheet for the No Objection to Release (N) category. Whatever the classification finding, it should be noted on the "State Department List of Documents for Clearance by the CIA" for easy reference and calculation. See also item II (I.) above.

V. Two copies of the worksheet will be made for those documents requiring sanitization or retention of classification. One copy will be kept for CRG records and the other copy will be attached to the appropriate review to the Information Review Officer, DDO (Room 1D23, Headquarters).

Retain and attach to CRG record copy of worksheet one copy of the galley proof page or pages as marked for sanitization (bracketed for deletion), or for which retention of classification is recommended.

FINAL ACTION

VI. Upon completion of his additional review, DDO/IRO will return the entire batch to CRG. Any changes made by the IRO in the original review findings will be entered in the Document Title field on the 4023A. Changes should also be made on both copies of the worksheet.

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DISPOSITION OF GALLEY PROOFS

VII. CRG will forward the completed galley proofs to the Department of State, Attention: Mr. Frederick Aandahl, Director, Operations Staff, Office of the Historian, SA-1, 3100.



Chief,
Classification Review Group

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DECLASSIFICATION WORKSHEET

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PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
-	020379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
SD-00001A0001002001				301254099	

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES
EXTERNAL CRG-002	9912		T	0638

DOCUMENT TITLE
FRUS, 52-54, VOL XII; EAST ASIA AND PACIFIC (S-94) (R-12) (N-6)

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
T	22	10	

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